



<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HHSN316201200117W/EP-G15H-01113/P00062	2	4

NAME OF OFFEROR OR CONTRACTOR  
ATTAIN, LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2) Incorporate the following revised language to Custom Clause - Other Direct Costs (ODC's) section b only, per page 14 of the original task order award:</p> <p>Section(b): When the COR/ACOR notifies the Contractor of an EPA requirement, the contractor shall submit all requests, in writing, for ODC items to the COR/ACOR for approval. All requests for long distance travel and Contractor training shall be in accordance with Local Clause EPA-H-31-104 &amp; EPA-H-31-105 'Approval of Contractor Travel' and 'Approval of Contractor Training'. The Contractor shall not incur any costs for an ODC prior to receiving verbal approval from the COR/ACOR of the Contractor's request. Any verbal approval of ODCs shall be followed by written approval within five (5) business days by the Contractor.</p> <p>3) Incorporate the Local Clause, EPA-H-31-104 for 'Approval of Contractor Travel' as referenced under Custom Clause - Other Direct Costs (ODC's).</p> <p>4) Incorporate the Local Clause, EPA-H-31-105 for 'Approval of Contractor Training' as referenced under Custom Clause -Other Direct Costs (ODC's).</p> <p>All other terms and conditions remain unchanged. Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center (AA216-01)  109 TW Alexander Drive  www2.epa.gov/financial/contracts  Durham NC 27711  Period of Performance: 04/27/2016 to 04/26/2020</p>				

## MODIFICATION 62

### **EPA LOCAL CLAUSE EPA-H-31-104: APPROVAL OF CONTRACTOR TRAVEL**

- (a) For purposes of this clause, the term "travel" does not include local transportation. "Local Transportation" is defined as travel within 50 miles from the contractor personnel's assigned work location for performance of the contract that does not involve an overnight stay.
- (b) Any contractor travel which may be directly charged to the contract must be authorized in advance by the Contract-Level COR. This approval shall be separate from the process associated with the approval of work plans. (See paragraph (f) below).
- (c) Travel shall be authorized under this contract only when the travel is required to provide a direct service (including management oversight) or specific product to the Government that is identified in the contract's Statement of Work (and/or any applicable work assignment). The contractor shall identify the need for travel in any work plans submitted and shall clearly identify in an accompanying narrative the relationship of the travel to the direct service required by the Government. Unless/until the Contract-Level COR specifically approves the travel proposed under a work assignment (apart from approval of the remainder of the work assignment- see paragraph (e) below), the contractor shall not perform travel. Travel and associated costs for such travel (lodging, per diem, and incidental expenses) shall be allowable only in accordance with the limitations of FAR 31.205-43 and FAR 31.205-46.
- (d) Travel expenses for Federal employees shall not be an allowable cost under this contract. Travel approval shall not be rendered for any personnel (including for example State or local government officials, academicians, etc.) except for employees of the contractor, or an authorized subcontractor or consultant, who are performing a bona fide function to accomplish the Statement of Work.
- (e) To obtain the approval for travel, the contractor shall submit a separate written request to the Contract-Level COR for each instance of travel for the contractor (including subcontractors/consultants) that is contemplated as a direct charge under the contract. The request shall include (at a minimum) the following information.
- (1) Individual(s) traveling. Identify position and affiliation as a contractor/subcontractor employee or authorized consultant.
  - (2) Description of circumstances necessitating the travel. Identify the work assignment(s) that will benefit from the travel and detail the correlation of the travel to the requirements of the Statement of Work.
  - (3) Identify the estimated cost and include a cost breakdown. Explain why this is the most cost effective means to fulfill the contract requirements.
- (f) Approval of work plans that include travel as an other direct cost element shall not be construed to mean the travel is approved; i.e., separate approval shall be obtained from the Contract-Level COR.

(g) While on travel, Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as an official representative of the Agency at meetings, conferences, symposia, etc.

#### **EPA LOCAL CLAUSE EPA-H-31-105: APPROVAL OF TRAINING**

(a) The contractor shall provide and maintain a qualified staff of personnel to meet the requirements of the Statement of Work. The contractor shall provide training to keep its personnel abreast of changes to the science and/or technology associated with the requirements of the contract. In addition, the contractor shall ensure that its personnel receive appropriate safety, health and environmental training in accordance with Federal, state and local requirements prior to assigning any task that require such training. The contractor shall provide documentation of such training upon the request of the Contract-Level COR and/or Contracting Officer.

The Government will not directly reimburse the cost for contractor employees to meet or maintain minimal contract requirements or to obtain and sustain an appropriate level of professionalism. Any direct charges for training will only be considered for reimbursement under this contract by compliance with the procedures set forth in paragraph (b) below.

(b) There may be occasions when it is determined to be in the best interest of the Government to reimburse the contractor for the direct cost of training associated with a requirement that represents a unique Government need unrecognized at the time of contract award. When such circumstances occur, the contractor shall secure the Contracting Officer's prior written approval by submitting a written request through the Contract-Level COR that includes, at a minimum the following information:

(1) Individual to be trained **\*To be determined at the time of training .**

(2) Description of circumstances necessitating the training. **\*To be determined at the time of training.**

(3) Estimated cost **\*To be determined at the time of training.**

(c) The Contracting Officer will provide the contractor with written approval or disapproval of the request. Approval of work plans that include training as an other direct cost element shall not be construed to mean the training is approved; i.e., the contractor shall obtain written approval pursuant to the terms of this clause. Training billed as a direct cost shall be disallowed by the Contracting Officer unless approved pursuant to the terms of this clause.

**END OF DOCUMENT**